

# ORGANIZATION AND FUNCTIONS

## Directorate of Administration

[illegible]

## Office of Joint Computer Support

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1 April 1976

DIRECTORATE OF ADMINISTRATION

OFFICE OF JOINT COMPUTER SUPPORT

ORGANIZATION AND FUNCTIONS

Prepared by  
Consulting Services Branch  
User Support Division

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## Preface

This booklet provides functional descriptions and organization charts of the Office of Joint Computer Support (OJCS). Included in the back of this booklet is a directory with the most logical contacts for information on OJCS functions.

This publication is updated as required. Revisions, additions, or deletions should be directed to the Consulting Services Branch (CSB/USD/OJCS) on extension [REDACTED]

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*****
*
*           OJCS Telephone Numbers for Computer Assistance
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*
* TROUBLE DESK
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* After-hours systems access
*
* Consulting services
*
* OJCS Security Officer
*
* Tape Library
*
*****
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Office of Joint Computer Support  
Organization and Functions

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Office of the Director

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25X1A The Director and Deputy Director assure that the Agency's computing needs are met, as prescribed in [REDACTED]. The Director concentrates on the Agency's overall computer requirements and the management of personnel, equipment, and financial resources. The Deputy Director concentrates on QJCS's internal plans and their execution. The Executive Officer is the chief administrative officer and is directly supported by the Administrative Staff.

The Career Subgroup Board, chaired by the Deputy Director, comprises the Executive Officer, acting as the Career-Development Officer, and senior QJCS line officers. The Board considers personnel actions and policy relating to personnel in the MZ (QJCS) Career Subgroup, and acts in an advisory capacity to the Director. Each Division Chief on the Board is advised and assisted by a Division Career Panel, chaired by the associated Deputy Division Chief, with the associated Branch Chiefs as members.

The Security Officer coordinates all matters of QJCS security, which includes conducting security indoctrination, providing liaison with the various components, evaluating and recommending security procedures, issuing and periodically changing the computer center identifiers and data unit passwords, and determining action on violations of terminal security procedures and reports of data "spillage."

Planning Staff

Key Personnel

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The Planning Staff assists the Director of Joint Computer Support in a variety of planning and planning-related activities, the most significant being:

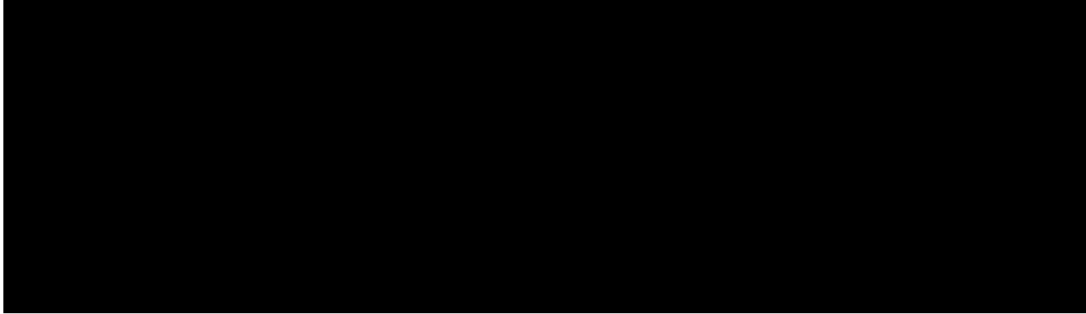
- Preparing Office programs, budgets, monthly reports on OJCS resources by Office and project, financial reviews, and status reports.
- Collecting and analyzing user requirements for OJCS support.
- Providing information and assistance to Agency components on matters related to [REDACTED] "ADP Management and Administration."
- Reviewing proposals originating in components other than OJCS for ADP services or equipment, and reviewing and assisting in major procurement actions originating in OJCS and in requests for computer terminal installations.
- Administering OJCS's Management by Objectives program, the Agency-wide ADP Management Information System, and database required by GSA regulations.
- Providing guidance and assistance to the Director on major OJCS planning activities.

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## Administrative Staff

### Key Personnel



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The Administrative Staff (ADMIN) assists OJCS components in matters of logistics, finance, training, personnel, and administration. Staff specialists advise and counsel OJCS personnel on training, Agency regulations and procedures, procurement, contracts, travel, and budget.

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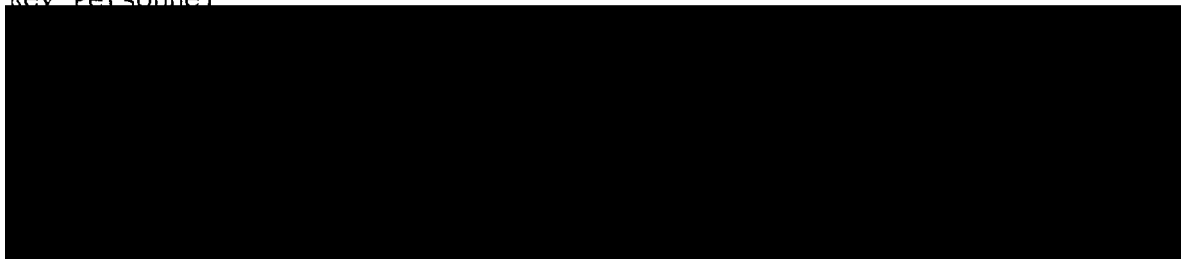
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## Special Projects Staff

## Key Personnel



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The Special Projects Staff (SPS) analyzes requirements for and develops unique computer processing systems resulting from requests submitted to D/OJCS by Agency components. SPS considers all aspects of projects including analysis, system development, testing, quality assurance, and operation.

Project Control: develops formal project schedules and budgetary plans, monitors project performance including subcontractor adherence to schedules and budgets, controls project documentation, and provides primary interface with the Office of Logistics (OL) for procurement, such as hardware, software, and so forth.

Systems Development: coordinates technical requirements of assigned projects, develops overall system design, implements system software, and integrates the total system.

Testing and Quality Assurance: establishes quantitative reliability objectives and develops and implements test plans to ensure that objectives are met; provides support for interim system applications developed for pilot system tests; supports COLTS (CRS Online Text Search), OLTA (Online Text-Analysis), and LITTLE SQUIRL (SAFE Query and Information-Retrieval Language) applications for the Pilot SAFE Project.

Operations Development: responsible for the logistics of project system implementation, selects hardware, operates continuing assigned systems, and participates in system design.

Collateral Support Committees: comprise representatives from other Agency components necessary to coordinate support in such areas as security, logistics, research and development, and communications. To ensure satisfactory progress of collateral planning, the Chief, SPS, schedules meetings of the Collateral Support Committees, as required.

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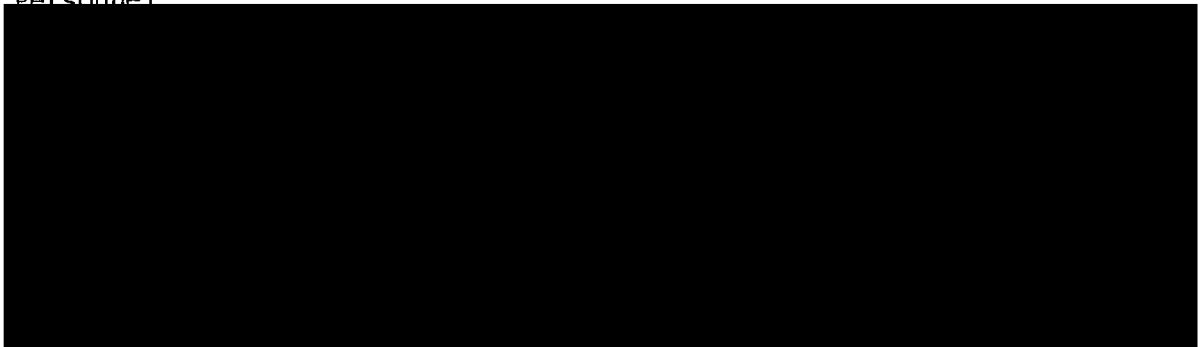
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## Applications Division

Key Personnel



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The Applications Division (AD) analyzes, develops, and maintains computer applications for Agency components. This Division assists Agency components in utilizing computers by analyzing the component's computing requirements, developing and maintaining programs to meet these requirements, and providing technical guidance to other Agency components or their contractors to ensure that software development is suitable for the Computer Center's equipment and operating systems.

AD organization was planned to maximize continuity for on-going projects and minimize disruption to customers. Project teams are organized from Branch resources to meet the requirements of active projects. The respective Branch Chief controls the project teams during their existence and the Division's Management Review Board analyzes and monitors progress of project team activities.

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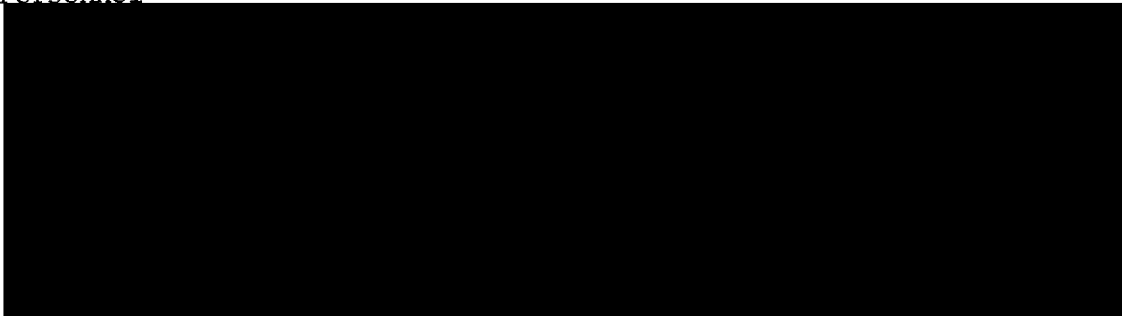
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## Operations Division

## Key Personnel



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The Operations Division (OD) controls the production aspects of a job (e.g., scheduling the work and preparing jobs for processing on computer center equipment). This Division also maintains accounting and resource utilization information, and implements plans for acquiring new computer equipment. The Computer Centers operate 24 hours per day, 7 days a week, and process 1500 to 1800 computer jobs per day.

Computer Processing Branch (CPB): operates and schedules the GC03 Computer Center computers and peripheral equipment and maintains a tape library of nearly 27,500 reels of magnetic tape and 550 large diskpacks. CPB also processes the input and output for Computer Center customers.

Support and Services Branch (S&SB): prepares data for computer processing using keypunch machines, card sorters, collators, interpreters, and printers. This Branch also is responsible for monitoring OD's budget, statistical accounting, and contract management.

Resource Management Branch (RMB): monitors resource usage, allocates direct-access resources, maintains the customer "billing" system, and analyzes costs and expenditures to forecast budget and determine favorable/unfavorable costs and benefits ratio for computer equipment and software.

Hardware Services Branch (HSB): participates in computer hardware evaluation, selection, and planning. HSB is responsible for configuring and installing computing equipment, environmental requirements for Computer Centers, incident (problem) procedures, and vendor relations.

Information Services Processing Branch (ISPB): operates the GC47 Computer Center, which processes mainly DDO applications, and maintains a tape library of approximately 6500 reels of magnetic tape and 140 diskpacks.

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## Systems Engineering Division

Key Personnel

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The Systems Engineering Division (SED) plans the overall hardware and systems software configuration used in the Computer Center to support user applications programs; installs and maintains the production operating system software, and develops new computer hardware and software techniques which are of potential use to a wide area of computer applications.

The following represent some specific Division activities:

- Installing and maintaining IBM operating systems.
- Developing, installing, and maintaining software for generalized information storage and retrieval systems.
- Studying OJCS requirements for mass-storage systems or devices.
- Developing enhancements to the interactive services available to users through remote terminals.
- Developing computer security methods to improve system security and data privacy.
- Evaluating and recommending Agency-wide requirements for new or expanded hardware and software systems.



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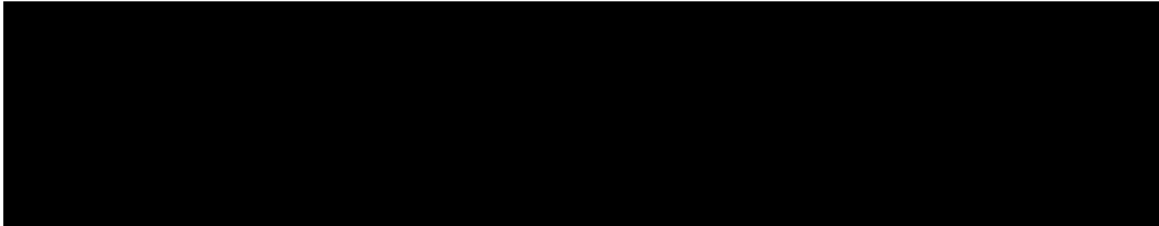
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## User Support Division

## Key Personnel



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The User Support Division (USD) assists computer users through its consultative services and Trouble Desk, provides Agency-wide computer training, develops, maintains, and distributes information on OJCS capabilities, maintains and controls completed applications programs, controls the interactive systems and supports the interactive users, and manages applications databases, as required.

Consulting Services Branch (CSB): assists users in resolving problems with both programming languages and Job Control Language (JCL), advises customers in the use of OJCS systems capabilities, and develops information for the user community, such as this OJCS Organization and Functions, the OJCS User's Guide (describes OJCS facilities, procedures, and user considerations, and lists appropriate reference material), "Tech Notes" to alert users of apparent EDP problems or changes in EDP equipment or procedures, and any other required technical documents.

EDP Training Branch (ETB): develops and presents series of electronic data processing (EDP) courses to Agency personnel. The series of courses, entitled "Training of EDP Careerists (TEC)," provide a program to produce a specialist in one of four areas of computer technology:

- Production Specialist--TEC A
- Business Programmer--TEC B
- Scientific Programmer--TEC C
- Database Programmer--TEC D

ETB continues to develop and present any additional EDP courses necessary to encourage more effective and efficient use of the Agency's computers.

Production Branch (PB): provides the administrative and quality control of production processing, maintains shared applications programs libraries, and provides and maintains a central repository for applications documentation.

Data Base Services Branch (DBSB): coordinates, tests, implements, and maintains the reliability of interactive data systems, supports online interactive-users (excluding VM/370 users) and manages applications databases, as required, coordinates OJCS terminals "service" calls, and provides centralized computer-reports distribution.

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## OJCS Functional Directory

The following is a directory of OJCS functions and the most logical contact for information on, or assistance with, each. This alphabetized list includes both the black and red telephone extensions for each contact.

To ensure the accuracy of this list, please advise Consulting Services Branch (CSB/USD/OJCS) of corrections or changes to either names or phone extensions.

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